BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER

AMARC INSTRUCTION 21-108

15 SEPTEMBER 2000

Maintenance

AMARC MAINTENANCE TRAINING AND PRODUCTION ACCEPTANCE CERTIFICATION (PAC)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Davis-Monthan AFB WWW site at: http://www.dm.af.mil/AMARC. If you lack access, contact your Publishing Distribution Office.

OPR: AMARC/LAS (Robert Foley)
Supersedes AMARCI 21-108, 15 Jul 1996

Certified by: AMARC/LA (D. Omness)
Pages: 15
Distribution: F

This instruction implements AFPD 21-1, *Managing Aerospace Equipment Maintenance* and AFMCI 21-108, *Production Acceptance Certification Organic Depot Maintenance Quality Assurance and Production Acceptance Certification (PAC).* It applies to all AMARC directorates and specifically the organizations that produce organic maintenance products or services within the Aircraft Management (LA) Directorate and the Logistics Directorate, Logistics Support Division, Packing/Munitions Branch (LGLP), Munitions function. It establishes the minimum requirements and standardized criteria for the PAC program.

SUMMARY OF CHANGES

Identifies local training responsibilities for the Plans and Programs Directorate, Education and Training Division (XPT); Comptroller Directorate, Workload Division (FMW) and supervisors. Gives local procedures for engine run certification and qualification. Identifies criteria for establishing and assigning responsibilities for team task accomplishment. Identifies situations for consideration of establishing Critical Task criteria. Establishes requirement for FMW to coordinate with XPT on new workloads for enhanced training planning and forecasting. Establishes responsibility for supervisors to ensure adequate training is accomplished prior to work being performed. Adds criteria for supervisors to follow in conducting annual PAC certification records review with employees. Establishes AMARC special skills qualifications. The entire publication has been revised so the changes are not indicated.

1. General. This instruction provides guidance for the PAC program for AMARC.

2. Responsibilities.

2.1. XPT Will:

2.1.1. Assist supervisors with work center PAC standard system (PACSS) program initial setup and provide follow-on assistance as required IAW AFMCI 21-108.

2.1.2. Administer the electronic employee PAC record review system to include personal identification number (PIN) management and assignment for employees and supervisors.

2.1.3. Provide guidance and training for PAC program and PACSS database to new employees. **NOTE:** XPT does not have capability or resources to troubleshoot, repair or install software; these actions are requested through Production Modernization Division (FM-1), Computer Help Desk.

2.1.4. Schedule, provide for, and record, as required, annual recurring training and training requested by directors that cannot be conducted at branch or shop level.

2.1.5. Use Education Training Management System (ETMS) and PACSS to schedule, provide and document recurring and non-recurring training that is not conducted at branch or shop level.

2.1.6. Administer written examinations (testing) for special skills qualifications (SSQ) and recurring training requirements (RTR).

2.1.7. Track engine run certifications using SSQ Checklist and PACSS. Training code EN-RUNUP-MDS will be provided in PACSS section II and linked to the appropriate PAC engine run-up task for each mission design series (MDS). XPT will validate and record successful completion of written examinations and will update employee's PACSS record when completed SSQ Qualification Checklist is received and exam completed.

2.1.8. Maintain current course codes for PAC training.

2.1.9. Update all training accomplished for PAC employees by posting training completion dates into PACSS Network database on day of training completion or when notified by work center supervisor that training has been completed.

2.2. The Training Management Team (TMT) will establish and have oversight authority of special Training Working Groups to assist in the development of all SSQs and Recurring Training Requirement (RTR) Qualification Guides and Checklists. The TMT is comprised of the AMARC Maintenance Training and Center PAC Program Managers, and is augmented with members of the training staff and subject matter experts (SME) from production areas as required to facilitate the guides and checklists development process. These Training Working Groups are called at the discretion of the TMT and XPT when necessary to develop or review SSQ and RTR training Qualification Guides and Checklists.

2.3. The Training Working Groups will be established for each training development requirement and will consist of as a minimum one SME and one training developer. They will be responsible for identifying, developing and validating all required courses and training material. All course or training material will be submitted to the TMT for coordination and PAC Working Group approval prior to validation.

2.4. AMARC PAC Council (Council membership is the AMARC Corporate Board) will ensure adequate resources are provided to the Quality Assurance office (XP-QA) and the PAC Working Group for the execution of the annual PAC program assessment required IAW AFMCI 21-132, Depot Maintenance Technical Compliance Review Procedures.

2.5. Supervisors will:

2.5.1. Check the PACSS at least monthly for any training coming due or overdue.

2.5.2. Contact XPT to schedule any due or overdue training.

2.5.3. Request training via letter, e-mail or ETMS input for all newly assigned personnel to satisfy training necessary for new projects and tasks.

2.5.4. Ensure that when teams within a particular skill or work center are required to do a particular task (task accomplished by teams), one task certified individual member is assigned to certify all phases of the task have been satisfactorily completed and to certify all work is completed to the specifications in the appropriate work control documents.

2.5.5. Ensure personnel are adequately trained and certified prior to being assigned responsibility to certify any task. New workloads will require training preparation prior to execution. Priority sequence for seeking suitable training is as follows:

2.5.5.1. Formal training at certified training location (preferred for most SSQ tasks)

2.5.5.2. Qualified trainers conduct training at AMARC

2.5.5.3. Obtain lesson plans and tech data to develop local training guides and proficiency checklists

2.5.5.4. Use tech data and most qualified technician to develop OJT and SOJT training plan.

2.5.6. Ensure critical tasks for the skills of the work center are identified to the appropriate planning functions.

2.5.7. For all personnel loaned to a production work center and performing PAC related tasks the receiving supervisor will:

2.5.7.1. Create a PAC record for the loaned employee (regardless of the duration of the loan) before he/she performs any tasks which normally require certification unless the employee either has a PAC record that specifically illustrates his/her certification to perform and certify the tasks for which he/she will be assigned during the duration of the loan, or a PAC file record was already created for the employee and the documented certifications are still current.

2.5.7.2. Review the PAC tasks the loaned employee is currently authorized to perform and certify during his/her loan to the receiving work center.

2.5.7.3. Ensure individuals assigned to the work center are adequately trained on all ground support equipment (including test equipment) used in performing aircraft maintenance prior to using the equipment and that such training is documented.

2.5.7.4. Submit request for deviation from AFMCI 21-108 directed SSQ training requirements to AMARC/CC for approval when lack of available formal training requires that locally developed training alternative is used. Refer to attachment 3 for the format.

2.5.7.5. Ensure an employee's PAC records link task prerequisite training to appropriate PAC tasks and such training is completed prior to task certification. (**NOTE:** Not all training needs to be linked to particular PAC tasks. Training that is general or skill related may not apply to an individual task but may have to be completed before any task certifications, such as tool control training before employee is issued a tool kit or cardiopulmonary resuscitation (CPR) before an electrician is permitted to work on energized circuits.)

2.5.7.6. Ensure grandfathering will not be utilized to qualify employees for certification of any PAC tasks.

2.5.7.7. Ensure employees have reviewed and validated any changes made to the status of their current certifications within 30 days of the change.

2.5.7.8. Ensure that engine operator information is transferred from Master Scheduling Branch (LAAS) database to individual PACSS records before expiration of 90 or 180-day engine run currency to prevent decertification of task.

2.6. The qualification officials will assist the respective Training Working Group in the development of Special Skills Qualification/Requalification Guides and SSQ Qualification/ Requalification proficiency checklists for each SSQ skill in accordance with AFMCI 21-108.

2.7. LAAS, Production Controller will receive all reports of engine runs from operators and document these actions in the engine run database for the supervisors to maintain the 90 and 180 day proficiency run requirement in PACSS.

2.8. Aircraft engine operators will report to LAAS, Production Control prior to and at the completion of each engine run, providing operator name, aircraft/engine mission design series (MDS) and serial number for each run.

2.9. FMW will keep XPT and LA apprised of all upcoming workloads to facilitate evaluation and coordination of new training needs prior to the workload being scheduled.

2.10. Planners will:

2.10.1. For tasks requiring multiple skills for completion, provide each skill with a means within the appropriate work control document to certify that skill's portion of the work being accomplished.

2.10.2. Ensure that Critical Tasks are appropriately coded (reference AFMCI 21-110) on all work control documents where secondary certifications are required. Tasks associated with the following operations are defined as Critical Tasks and must be documented in the Work Control Document to satisfy the technical order reference and secondary certification requirements of AFMCI 21-110:

2.10.2.1. Aircraft flight control system major component installation and system alignment or adjustment

2.10.2.2. Aircraft landing gear system major component installation and system alignment or adjustment.

2.10.2.3. Aircraft engine major component installation, alignment and adjustment.

2.10.2.4. Aircraft engine assembly removal and installation.

2.10.2.5. Aircraft structural major component repair or replacement.

2.10.3. Identify, on each production work order (PWO), what document is to be stamped by the individual accomplishing the task. (i.e., affix stamp to PWO or affix stamp to AFMC Form 958/ 959, **Work Control Document,** for certification of task completion).

2.10.4. Ensure all required maintenance and aircraft status documentation as well as appropriate support equipment is available to support aircraft induction and maintenance prior to work being programmed.

2.10.5. Ensure additional training to support new work requirements will be coordinated with work center supervisors and XPT.

3. Special Skills Qualification (SSQ) And Recurring Training Requirements.

3.1. Engine Run: SSQ training procedures and requirements for aircraft engine operators are mandatory. **NOTE:** Much of the guidance in paragraph three of AMARCI 21-108 is AMARC specific and uses the word feasible where the implied option is determined by the AMARC Commander (CC) in accordance with AFMCI 21-108 and local policy. SSQ training for PAC must meet requirements specified in AFI 11-218, AFMCI 21-108, and AMARCI 21-108. Initial qualification requirements for engine run-up certification are:

3.1.1. Possess occupational work series 8852 or 8602 plus 1 year experience (use best qualified concept for new workloads) and satisfy AMARC prerequisites.

3.1.2. Complete formal classroom training and SOJT consisting of general aircraft systems familiarization, general cockpit familiarization and component location, emergency procedures (including brake systems operation & escape procedures), abnormal operations, and aircraft marshaling.

3.1.3. Complete aircraft flight simulator or cockpit procedures trainer session, if feasible. AMARC/CC may waive simulator training IAW AFMCI 21-108.

3.1.4. Complete two written examinations: One normal engine run-up procedures examination, with a passing score of 85 percent corrected to 100 percent, and one engine run-up emergency procedures examination, with 100 percent as the passing score. Successfully demonstrate proficiency during the actual performance of an engine operation under direct supervision of an Engine Run Qualification Official. Satisfy currency requirements of AMARC prerequisites (paragraph 3.2.).

3.1.5. Requalification requirements for engine run-up certification are the same criteria in paragraphs 3.1.3 and 3.1.4.

3.1.6. Certification currency for high power engine runs is maintained if an engine run has been performed within 90 days for each similar aircraft/engine configuration. If more than 90 days have lapsed since engine run, annual requalification is required. All engine runs will be called into Production Control prior to start and upon completion, and recorded by LAAS, Production Controller on engine run operator database maintenance on local area network (LAN) server. Information contained in this database will include engine operator's name, type (MDS) aircraft/engine being run, aircraft/engine serial number being run, date of engine operation, and location of operation. Supervisors use this data to ensure recurrence time period does not lapse in the employee's PACSS file. See paragraph 3.1.2.

3.1.7. Certification currency for low power engine runs is maintained if an engine run has been performed within 180 days for each similar aircraft/engine configuration. If more than 180 days have lapsed since last engine run, annual requalification is required. See paragraph 3.1.2.

3.1.8. Certification currency procedures and requirements for sporadic or small workloads will be determined locally by AMARC/CC. This authority may be delegated to the applicable AMARC managers.

3.2. Prerequisites for maintenance personnel operating aircraft engines are:

3.2.1. Supervisor selects person (series 8852 or 8602) for training to operate aircraft engines

3.2.2. Complete Ground Emergency Escape training for applicable aircraft

3.2.3. Complete Egress System Familiarization for applicable aircraft

3.2.4. Complete Weapons System/Ordinance Familiarization training, when applicable

3.2.5. Trainee possesses applicable safety items and knows how to use them

3.2.6. Trainee understands how to use applicable technical directives

3.2.7. Complete fire extinguisher training

3.2.8. Complete applicable foreign object damage (FOD) training

3.2.9. Trainee understands hazards related to aircraft and vehicle traffic on the flight line

3.2.10. Complete appropriate aerospace ground equipment (AGE) training for applicable MDS

3.2.11. Complete General Aircraft Familiarization training

3.2.12. Trainee is thoroughly familiar with engine run-up procedures in technical directives

3.2.13. Successfully complete applicable emergency engine procedures written test (100 percent)

3.2.14. Successfully complete applicable normal engine run-up procedures written test (85 percent)

3.2.15. Trainee allowed cockpit access to perform actual engine operation

3.3. Engine run-up qualification procedures may differ depending on aircraft status at AMARC. Training must meet minimum requirements of AFI 11-218, AFMCI 21-108, and AMARCI 21-108. AMARC will use other agency engine run-up qualification officials and course control documents provided by the owning branch of service when practical and feasible to do so. When training is provided locally, use classroom instruction, SOJT, applicable course control documents and applicable aircraft TO series -1, and -2, with appropriate checklists to complete training and provide technical information presented and discussed as part of training. All warnings, cautions, notes and steps contained in the engine run-up procedures of applicable technical directives will be thoroughly discussed during the course. **NOTE:** It is highly recommended that AMARC send all engine run qualification officials or at least the initial cadre of engine run-up crews to a training location where they will receive engine run-up training augmented with emergency procedures that are demonstrated on a flight simulator.

3.3.1. Engine run qualification training applicable to aircraft new to AMARC should be accomplished prior to initial aircraft arrival date. A qualification official currently certified to teach engine run-up procedures for the specific new MDS aircraft will provide initial engine run-up qualification training to AMARC personnel. This training may be conducted at AMARC using a qualification official here on loan or the authorized AMARC qualification official may receive engine run-up qualification training in temporary duty (TDY) status at a unit capable of providing the training.

3.3.2. Engine run-up qualification training applicable to aircraft stored at AMARC and still inactive service with operational units should be available through many sources.

3.3.3. Engine run-up qualification training applicable to aircraft MDS existing solely at AMARC is extremely limited or non-existent from outside sources. When AMARC must develop and provide this training, it will meet requirements listed in AFI 11-218, AFMCI 21-108 and AMARCI 21-108. If existing courses are not available from the owning service, use a locally developed (generic) Plan Of Instruction/Lesson Plan developed for this purpose at AMARC. A minimum of 16 hours for instruction and SOJT will be used to comply with general aircraft familiarization training. The number of hours may vary depending on the complexity of the aircraft systems being taught and the number of trainees attending training.

3.4. Locally identified special training requirements include:

3.4.1. Special Skills Qualification (SSQ) skills:

3.4.1.1. Removal, installation and handling of hydrazine canisters for F-16 aircraft emergency power unit (EPU) system.

3.4.1.2. A-10 aircraft White Area maintenance.

3.4.1.3. Titan Missile Hydrazine burn off.

3.4.2. Recurring training requirements (RTR):

3.4.2.1. Certification to perform atmospheric monitoring for confined space entry responsibilities are managed as an RTR which require establishing a formalized training plan (SOJT) and retrain every 2 years.

3.4.2.2. Radiation monitors require 20-hour initial training and 1 hour recertification training yearly.

3.5. Additional Training Requirements:

3.5.1. Personnel required to operate forklifts must complete annual training and a written exam, IAW AFOSH Standard 91-46, *Materials Handling and Storage Equipment*. This training should be documented in PACSS for production personnel covered under the PAC requirements of AFMCI 21-108.

3.5.2. Training for other support equipment operation, i.e., powered AGE, systems test sets, etc., can be documented through the PACSS system. Supervisors will determine if such training is of such complexity that a formal lesson plan for instruction is required to assure all aspects of the training are consistently and thoroughly covered during the training sessions for all individuals.

4. Maintenance Training and PAC Working Group will:

4.1. Convene at the call of the chair but not less than quarterly.

4.2. Assist XP-QA in conducting annual PAC Program assessment (Reference AFMCI 21-132) and quarterly PAC documentation reviews for PAC records defects and decertifications.

4.3. Review results of annual PAC Program assessment and recommend PAC program revisions to ensure compliance.

4.4. Provide periodic status briefings to the AMARC PAC Council of AMARC PAC program and results of quarterly and annual PAC Program assessments (Reference AFMCI 21-132).

PATRICK J. MULLOY
Director, Aircraft Management

Attachment 1

GLOSSARY OF TERMS

A1.1. Critical tasks: Identified for the following conditions:

A1.1.1. Where a sequence of steps of such complexity as to require continual reference to a published procedure as the task is being accomplished (i.e. situations where the term IAW is applied to the Work Control Document).

A1.1.2. Satisfies the definition provided for Critical Tasks in AFMCI 21-108.

A1.1.3. The task being accomplished is substantially associated with or directly impacts other tasks that must be accomplished by an SSQ qualified individual where personnel training should be more closely managed and defined.

Or

A1.1.4. Any task deemed critical by the work center supervisor.

Or

A1.1.5. Tasks associated with the following operations are Critical Tasks and must be documented in the Work Control Document to satisfy the TO reference and Secondary Certification requirements of AFMCI 21-110.

A1.1.5.1. Aircraft Flight Control System major component installation and system alignment or adjustment.

A1.1.5.2. Aircraft Landing Gear System major component installation and system alignment or adjustment.

A1.1.5.3. Aircraft Engine major component installation, alignment and adjustment.

A1.1.5.4. Aircraft Engine assembly removal and/or installation.

A1.1.5.5. Aircraft Structural major component repair or replacement.

NOTE: Critical tasks related to items A1.5.1 through A1.5.1.5.5 require SOJT development and require PAC coding for secondary inspections in work control documents.

A1.2. Decertification Criteria: Each work center supervisor must develop a set of criteria clarifying the circumstances under which an employee may be decertified on a PAC task. The decertification criteria may identify general situations but actual decertifications must be applied to individual tasks. Task definition should consider the consequences of decertification during their formulation. Reference attachment 3 for example of decertification criteria.

A1.3. Engine Run Crew: Minimum number of engine run qualified/certified people required in the aircraft cockpit simultaneously to safely operate aircraft engines as specified in applicable technical directives. (Example: C-130= Crew size of three qualified/certified people)

A1.4. Engine Run Qualification Official: Most knowledgeable and experienced people will be selected by the supervisor and authorized by the appropriate director to perform duties as engine run-up qualification officials for each MDS. When feasible, qualification officials should receive engine run-up emer-

gency procedures training utilizing aircraft flight simulators. Each properly authorized and certified engine run-up qualification official may instruct all phases of engine run-up qualification training on aircraft specifically identified in their written authorization notice.

A1.5. Formal Classroom/OJT Training: Having a trainer assigned, an outline of subjects, a lesson plan and a given length of time to complete the training.

A1.6. General Aircraft Familiarization Training: Training accomplished using approved general aircraft familiarization courses to enhance trainee knowledge of specific aircraft systems prior to trainee performing engine run-up. When approved courses are not available from the owning service, or when official courses no longer exist, one authorized engine run-up qualification official and one training specialist will be appointed to jointly develop a specific MDS lesson plan using the AMARC generic engine run-up Plan of Instruction/Lesson Plan as a minimum guideline.

A1.7. Grandfathering: The practice of accepting qualification for certification of a PAC task because the employee has been accomplishing such work for some period of time but the supervisor has no documentation authenticating such experience. **NOTE:** Only permitted for employees working in the same position prior to 1988 and the source documents are not available

A1.8. High Power Engine Run-Up: Engine performance checks/engine trim runs

A1.9. Low Level Power Engine Run-Up (Jet): Non-trim engine run. Not to exceed 85 percent

A1.10. Low Level Power Engine Run-Up (Turboprop): Ground Idle/Flight Idle

A1.11. .Low Level Power Engine Run-Up (Helicopter): Without Blades. Less than 75 percent

A1.12. Person authorized to teach general aircraft familiarization: A qualified journeyman who possesses occupational work series (8602 or 8852) and is currently proficient on the specific MDS taught. A technical instructor qualified on the specific MDS and applicable subsystems. Authorized engine run-up qualification officials. Qualified/certified flight crewmembers. Appropriately qualified/certified personnel from other government agencies and government contractors.

A1.13. .Practical Examination: All trainees must demonstrate proficiency (one trainee: one qualification official) during actual performance of an engine operation under the direct supervision of the authorized engine run-up qualification official.

A1.14. Team Tasks:

A1.14.1. When multiple skills are involved in task completion, planners will define, within the work control document, the role of each skill in task completion, allow for each skill involved in a significant portion of the tasks to certify their component of operation.

A1.14.2. When multiple individuals of same skill (normally of the same shop) are involved in task accomplishment, supervisor will assign certification responsibility to one individual on the team.

A1.14.3. If the task is a critical task, the WCD will be annotated to reflect the Secondary Certification necessary for work being accomplished. The Secondary Certification for that portion of the task will be accomplished by an individual qualified and certified in that skill and for that task.

A1.15. Written Examinations: Controlled, written examinations for engine run-up covering each specific aircraft MDS are maintained and administered by the AMARC Training Section. At a minimum, a training specialist and subject matter expert will review all written examinations for technical order compliance and accuracy on an annual schedule. Written examinations are updated as required throughout the year.

A1.16. Written Examination Covering Emergency Engine Run-Up Procedures: All trainees must successfully complete a written examination covering emergency (boldface) engine run-up procedures. (100 percent minimum passing score).

A1.17. Written Examination Covering Normal Engine Run-Up Procedures: All trainees must successfully complete a written examination covering normal engine run-up procedures. (85 percent minimum passing score).

Attachment 2

SUPERVISOR'S ANNUAL PAC RECORD REVIEW CHECKLIST

Supervisors will review the following information with each PAC employee when accomplishing the annual review of employee's PAC record (either hard copy or electronic) and ensure employee understands all aspects of the program as covered by these checklist elements. Employee's signature on Annual Review will serve as acknowledgement of current status of Employee's PAC Program responsibilities

A2.1. PAC Tasks

A2.1.1. Current PAC Certifications

A2.1.2. Decertification requirements and procedures

A2.1.3. Tasks for which the employee has been decertified

A2.2. Training Status regarding SSQ, RTR, AGE, ETMS

A2.2.1. Review/discuss new work loads and/or equipment being utilized

A2.2.2. Determine if work center is prepared and personnel are qualified

A2.2.3. Discuss adequacy of OJT being conducted

A2.2.4. Does employee understand proficiency demonstration requirements

A2.2.5. Discuss roll of Qualification Officials

A2.2.6. Review critical task definitions and employee responsibilities

A2.2.7. Brief any changes instituted in PAC program, AFMCI and AMARCI 21-108 since last review

A2.3. Technical Data

A2.3.1. Does employee understand the significance of the terms reference versus IAW in work control documents, (i.e., is tech data required to be available or in use)?

A2.3.2. Are publications up to date that are being used?

A2.3.3. Is employee familiar with any/all changes?

A2.4. Work Control Documents

A2.4.1. Entries must be legible, annotated promptly and accurate documentation

A2.4.2. Certifications must be made with stamp versus written signatures and include the data certification was accomplished

A2.4.3. Does employee understand implications of Secondary Inspections (E, I, P)?

A2.4.4. Does employee understand follow-on maintenance documentation requirements?

Attachment 3

PAC CERTIFICATION/DE-CERTIFICATION CRITERIA TERMS:

A3.1. TASK QUALIFIED: Qualified to perform a specified task without supervision.

A3.2. DE-CERTIFICATION: The act of removing the certification status of an individual, which prevents that individual from certifying the tasks until satisfactory retraining and proficiency demonstration has been accomplished.

A3.3. CRITICAL/MAJOR DEFECT: Any action that has or could lead to product damage or mishap, or failure to follow technical data, safety procedures, or established maintenance practices.

A3.4. TASK CERTIFICATION

A3.4.1. Authorization for employee to certify the completion of a specific task or set of tasks as in compliance with established specifications and standards.

A3.4.2. Granted after completion of required training (and testing when applicable), demonstration of proficiency to certifying individual (usually supervisor) or other qualified individual, and documentation of certification of task in PACSS.

A3.5. WHEN TO DECERTIFY: At the discretion of the work center supervisor, the following conditions will be used in evaluating the need to decertify an employee on a particular PAC task:

A3.5.1. Failure to maintain the required level of proficiency.

A3.5.2. Validated customer complaints/feedback of employee task performance.

A3.5.3. Supervisor observation of inadequate task proficiency.

A3.5.4. Critical/Major defects caused by poor workmanship.

A3.5.5. Failure to follow technical directives/specifications.

A3.5.6. Failure to adhere to safety requirements including use of appropriate safety equipment.

A3.5.7. Failure to satisfy training requirements.

A3.6. Any employee receiving a Major Defect rating during a Task Evaluation will be decertified for that task being evaluated (reference XP-QA office for definition of discrepancies, which constitute Major Defects during Task Evaluations).

A3.7. REQUALIFICATION: Reaccomplishment of appropriate training where required and demonstration of proficiency in that area of the task for which the individual was decertified.

_____ _____

Employee Signature Date

Attachment 4

"REQUEST FOR DEVIATION" LETTER (SAMPLE)

MEMORANDUM FOR (Division Office)

FROM: (Requesting Branch Office)

SUBJECT: Request for Deviation from Formal Training Requirements

1. Under the provisions of AFMCI 21-108, request the following procedure be approved for use to satisfy the requirements of (specific skill or process requiring deviation or alternate procedure).

2. The following listed individuals require training in order to be certified in the skills/tasks listed above and no resource is available to obtain formal training:

(List Individuals effected by deviation)

3. (Description of training program to be used to provide best qualification possible)

4. The following individuals will be conducting the training and qualifications.

NAME	ORGANIZATION	TRAINING QUALIFICATION

Requestor Signature Block

1st Ind, Division

TO: Director

Approve/Disapprove

Division Signature Block

2d Ind, Director

TO: AMARC/CC

Approved/Disapproved

Director’s Signature Block

3d Ind, AMARC/CC

TO: Requesting Branch Office

Approved/Disapproved

AMARC/CC Signature Block